



# CARMEL MIDDLE SCHOOL

## **POLICIES AT A GLANCE FOR PARENTS/GUARDIANS**

Parents & Guardians,

Welcome to Carmel Middle -- **you** as parents/guardians are critical to the success of our vision. We must work to cultivate a dynamic and cohesive school-family-community partnership that maximizes student achievement and support. Each of us have a pivotal role to play in the fulfillment of our vision:

*To prepare all students to be productive, engaged and contributing members of our community, who are consistently progressing to career and college readiness as lifelong learners.*

**WHOM TO CONTACT/SCHOOL COMMUNICATION** → see [Carmel Middle's Organizational Structure](#)

### **CELL PHONE POLICY**

Student use of personal cell phones and electronic devices is prohibited during the school day. Please refrain from calling and/or texting your child during the school day. Carmel has ample school phones available for student use. Students may not use cellular telephones (including headphones/watches), or other electronic devices (any device designed to receive and send an electronic signal) during the school day for personal use. The school day constitutes when the student enters the building in the morning until they leave the building in the afternoon. This policy applies, but is not limited to, restrooms and common areas, such as the gymnasium and cafeteria. Students and parents/guardians are expected to read and understand the policy regarding the use of cell phones and electronic devices.

#### **Consequences for violation of cell phone policy (CMS Code of Conduct, Rule 5; UB: Cell Phone Use)**

- 1st Offense: Cell phone confiscated for parent pick-up in main office
- 2nd Offense: Cell phone confiscated for parent pick-up in main office
- 3rd Offense: Student "checks in" cell phone upon arrival in the main office for the following 5 school days
- 4th Offense: Student "checks in" cell phone upon arrival in the main office for the following 10 school days
- 5th Offense: Administrative Consequence

*School personnel will not be responsible for conducting a search for lost or stolen cell phones or electronic devices.*

### **EARLY DISMISSAL**

Parents must send a note stating the student's name, time, and reason for dismissal. The student is to bring the early release request to the *main office* when they arrive at school. Failure to turn in a note will result in an extended delay while waiting for your child. Your student will meet you in the front office at the time requested. If you do not come for your child at the time requested, the student will be sent back to class. If you arrive after 3:30pm to pick up your child, you will be asked to wait until afternoon announcements for your child to come up.

### **DELIVERIES**

Deliveries for students should not be sent to the school. Parents, family members, friends, etc. should not bring food, balloons, candy, cake, flowers, etc. These items will not be accepted or delivered to the student.

### **VISITORS/CLASSROOM VISITS/INTERRUPTIONS**

Visitors are welcome on campus, as long as they are permitted under current state and local health guidelines. All visitors on campus are required to sign in at the front office. Parents wishing to confer with a teacher must contact the teacher by email to make an appointment. Conferences must always be scheduled in advance and are held outside school hours or during the teacher's planning period. We will not interrupt class to call students, relay phone messages, or to call students who have forgotten items. Parents may drop off messages or items in the main office.

### **PHONE CALLS**

Messages will not be delivered to students. In the event of an emergency, the student will be called to the office either at the end of the block or at dismissal. Only in the *most extreme* emergency will a class be interrupted to give a message to a student. Changes in transportation will not be taken after 3:30pm

## **BUS TRANSPORTATION**

If you have a question or concern about bus times, routes, or drivers please call CMS Transportation at 980-343-6715. Only in an extreme circumstance will an administrator approve a student to ride a different bus. Safety is one of our top priorities. Please remind your student(s) about their behaviors on the bus. Riding the school bus is a privilege that will be revoked for students who are misbehaving or creating an unsafe environment on the bus. Students are expected to adhere to all CMS policies while at the bus stop as well as on the bus.

## **UNSCHEDULED MEETING REQUESTS WITH ADMINISTRATORS**

Generally, administrators are not available at the beginning of the school day until all students are in class and all buses have arrived. Additionally, administrators may already have scheduled appointments. Parents should call/email their grade-level administrator to schedule a meeting. Most of the time front office secretaries will have to take a message with your contact information for the administrator to follow-up with you.

## **DRESS CODE**

Students at Carmel Middle School are expected to continue a tradition of appropriate dress for school and school-related events. The following should be used as guidelines for what is considered acceptable school attire.

- Clothing must completely cover all undergarments and may not expose any part of the midsection (no core exposed, hem of the shirt overlap waistband), or bust. Sheer or see-through clothing that also exposes these areas or shows undergarments through fabric is not permitted.
- Halter top and tube tops are not permitted.
- Pants/shorts/skirts must be worn at the natural waist line and securely fastened.
- Skirts, shorts, and dresses should be reasonable in length, using palm length as a general rule.
- Shoes are required at all times. (no bedroom slippers allowed)
- No abusive, suggestive or profane language, symbols of illegal drugs, or any other words, symbols or slogans on clothing or jewelry that disrupt the learning environment.
- Athletic uniforms worn to school must conform to dress code.
- Jeans/pants with tears or holes above palm length must have an article of clothing beneath, like leggings/tights.
- Hats and hoods are not permitted.
- Bandanas are not permitted.

All students will be responsible for following the dress code as established by Carmel Middle School and Charlotte-Mecklenburg Schools. Student dress or grooming that is deemed by the staff as disruptive or inappropriate is not permitted. Failure to comply with the dress code will result in a student being provided with alternative clothing if possible or a parent phone call to bring appropriate clothes. Repeat incidents will result in an administrative consequence.

## **METAL DETECTORS**

Charlotte-Mecklenburg Schools utilize Evolv body scanners for K-8 and middle schools across the district. This effort demonstrates the district's commitment to providing a secure school environment where students can thrive academically, socially and emotionally. All students will be scanned during morning arrival, everyone entering the building must remove larger metal items from their backpacks and hold these items in their hands before walking through the scanners. Larger metal items include Chromebooks, large three-ring binders, metal water bottles, etc.

## **GRADING POLICY**

The purpose of assessments is to provide teachers, students and parents with feedback on the extent of individual student learning. Per academic quarter, each teacher must maintain 9-18 (A/B Day 5-9) prepare assignments that allow students to practice new learning (i.e. homework/classwork), 6-10 (A/B Day 3-5) rehearse assignments that provide students with feedback on progress towards mastery of standards (i.e. quizzes), and 3-4 (A/B Day 2-3) perform assessments that measure mastery of one or multiple standards (i.e. unit assessments). Assignments should be standards-aligned and should allow for students to demonstrate learning through a variety of modalities (i.e. written, conferences, discussions, multimedia, digital, etc.). Additional practice/re-teaching will be provided to students who do not achieve initial mastery on perform assessments before students are re-assessed where they can score up to an 80%. All assignments will be graded using a 100 point scale. Students should always attempt all assignments because they will receive a grade for that attempt. Academic dishonesty (cheating) is not considered a valid attempt.

## **CARPOOL LINE**

Parents who drive or pick-up their children should adhere to the carpool lanes during arrival and dismissal. Please follow Carmel's unique carpool route during morning and afternoon dismissal. This map can be found on the Carmel Middle Website. If you do not follow the established traffic pattern you will not only cause a delay in traffic flow but will put our children in danger. If you are picking up your child, please abide by the local traffic laws and go all the way through our carpool line. Please be respectful of our neighbors and remember there is no parking on Camilla Drive for student pick-up.

## **POWERSCHOOL**

Parents are recommended to utilize PowerSchool to monitor student progress. Teachers will post grades within five school days of the assignment due date. Information regarding Powerschool can be found on the Carmel Middle School webpage.

## **IMMUNIZATIONS/MEDICATION**

All students entering NC Public School for the first time are required to submit immunization records and a health assessment. The health assessment has to have been performed within the past year, signed and dated by the provider. Health assessments from out of state are acceptable and they do not have to be on the NS health assessment form. All 7th graders have to have a Td booster and a Meningococcal vaccine. Students not in compliance with required immunizations will be excluded from school beyond September 28, 2023.

All students that need to take medication at school have to have a completed medication authorization form submitted to the Nurse. All students that self-carry must have an medication authorization form and a self-carry authorization form submitted to the Nurse for review.

## **ATTENDANCE**

A written note or email must be sent to the school in order for an absence to be excused. All absences are unexcused until that note or email is received. Please report your child's absences to [tanya1.royston@cms.k12.nc.us](mailto:tanya1.royston@cms.k12.nc.us). Include student name, parent's name, reason for absence, and date(s) of absence. If your child has an appointment, please indicate what type of appointment so that we can adjust our records correctly. The process to change an unexcused absence to an excused absence may not be immediate. Examples of excused absences include: personal illness or injury, doctor/dental appointment, court or administrative proceedings, death in the immediate family.

We know that it is not always easy to get to school each day, and many situations can cause a student to be absent from school. However, we also know that with a partnership between the school and families, we can work together to find solutions to many of the barriers and situations that prevent students from being in school. Please contact your grade level counselor, or our Family Advocate, Sra. Piasecki, at 980-343-6705 for assistance. We are happy to work with you to help your student maintain regular attendance.

## **STUDENT DISCIPLINE**

Carmel Middle School puts the safety of our students and staff first. We work to create a welcoming environment for learning and teaching, and to ensure our school is orderly, healthy and safe. Carmel staff will adhere to the CMS Code of Student Conduct which is reviewed with the students at the start of each school year as well as periodically during the school year. As a staff we will strive to be proactive in our discipline stance and we need your help in setting those high expectations for your student. If you are aware of a situation that the school should be aware of please do not hesitate to contact a member of our administrative team.

Below are a few of the items from the Code of Conduct that were not reviewed above. The current Code of Conduct can be found on the CMS website under Handbooks and Forms. It is important to note that repeated behaviors will result in higher levels of consequences.

- Respect for all adults and students is the expectation for everyone on Carmel's campus. Disrespect and inappropriate language will not be tolerated. Students who are treated disrespectfully should report it to a school administrator.
- Attendance is essential for students to learn. We want our students on campus. Students who miss a class or school day for skipping will make up twice that time in an alternative campus setting (In-School Suspension).
- Physical aggression and/or fighting will not be tolerated on campus. Our staff is highly visible and there is almost always an option to get adult assistance. Students who engage in this behavior will be suspended from school.
- Vaping/smoking on school property will result in a student suspension. Drug and alcohol offenses will result in a higher level consequence.

Instructional time is extremely important and a priority for Carmel's staff. Home contact is an expectation whenever a student misses more than 5 minutes of instructional time.

Carmel will attempt to utilize alternatives to suspension when possible, some offenses will automatically result in suspension.

- Parent and/or student conferences
- Before and after school detention
- Behavior contracts
- Bounce or time out
- Community Service - campus beautification
- Counselors and therapists
- Restorative practices
- Revocation of school-related privileges (extracurricular/co-curricular)
- Sexual Harassment is Preventable
- Violence is Preventable